

Addendum 1

Advisory:

5%

Advises the Human Resources Management Specialist on certain areas of Human Resources administration such as: recruitment, local labor law, post's LE Staff and US policies, position management, LE Staff retirement issues, etc.

Post's Policies

15%

Drafts and updates the Mission's Human Resources policies, such as LE Staff Hiring, Temporary Employment, Grievance, and LE Staff Handbook, as required. Translates policies, local law decrees and LE Staff handbook material as updates or new regulations/laws are implemented.

Local Law, Local Compensation Plan and Benefits

25%

Assists the Human Resources Management Specialist in aspects of LE Staff benefits under local law as needed. Keeps abreast of changes to local labor laws and informs Human Resources Management Specialist of any projected changes which may affect LE Staff salaries, benefits, and/or employment conditions and practices. Recommends surveys or review of benefits to supervisor depending on local law changes or needed updates.

Closely monitors host government-decreed salary adjustments which may influence the Local Compensation Plan salary scales. Confirms with comparator firms implementation of government decrees and prepares technical data for submission to Department of State, following applicable guidelines.

Develops and maintains contacts in the local economy, specifically with the Mission comparator firms and contractor responsible for performing the Mission benefits survey, contacts at the Ministry of Labor and Diario Oficial.

Requests information and analyzes data from comparator firms to verify actions taken by comparators in terms of adhering to changes in local laws or custom. Prepares required questionnaires for completion of comparator firms when reviewing levels of benefits.

Assists Human Resources Management Specialist in collecting benefit data with comparator firms such as leave, fringe benefits levels, etc., and prepares survey package for the Department of State, Office of Overseas Employment.

Reviews revised salary scales to ensure that each line item is consonant with HR/OE and agencies' authorized salary and/or benefit levels upon approval by all participating agencies. Drafts changes in narrative portion of the Local Compensation Plan. Keeps contact when needed with Financial Service Center in Charleston to provide feedback and clarify issues that the LE Staff Payroll Office or Computer Systems Manager may have for adjusting the computer payroll program to implement the revised LCP. Ensures that all agencies receive a copy of the revised LCP and takes the necessary actions upon implementation of the revised LCP. Assists agencies and responsible Human Resources staff in clarifying questions regarding the development of the salary scale and benefit revisions.

Creates, develops, designs and updates Excel spreadsheets on administrative costs for all grades and steps of the 40 and 44-hour salary scales.

Assists the Human Resources Management Specialist in preparing and submitting questionnaires for benefits survey for the response of comparator firms. Coordinates appointments with these companies to visit and collect all requested information. Works with the HR Management Specialist in preparing the information for submission to HR/OE for their review and approval.

Drafts Human Resources announcements advising employees of salary and/or benefit revisions and implementation dates.

Recruitment 50%

Based on the guidelines in the Recruitment Handbook, is in charge of the Post's LE Staff recruitment program for State and all ICASS participating agencies and ORE, except USAID and PC/PSC. Performs outreach activities with local institutions to seek potential candidates when unable to recruit internally, or through local media.

Provides advice and guidance to potential applicants on job application procedures, and brings to the attention to the Human Resources Officer any relevant information provided in application forms that may need special review or consideration.

Prepares vacancy announcements in accordance with the position description duties and responsibilities and minimum requirements. When recruiting officer requests outside advertisement, works with GSO/Procurement to advertise when needed.

Receives application for employment forms submitted by interested applicants, and conducts a thorough review of the applicant's resumes, or curriculum vitae and/or any other application materials against the minimum requirements of the position, in accordance with established hiring procedures. Arranges pre-employment testing in accordance with position requirements.

Submits qualified candidates to the recruiting office, and coordinates interviews, if requested by the recruiting official.

Makes job offer to successful applicant. Requests salary data from the selected applicant, and recommends hiring salary to the Human Resources Officer for final approval.

Informs unsuccessful applicants by letter.

Requests pre-employment security and medical clearances and completes the hiring process.

Recruits for ORE staff, interviews and passes information for security clearance and medical clearances.

EFM/FMA Recruitment:

After pre-screening applications, and arranging for appropriate language testing, prepares packages with candidates' application forms and schedules interviews which include a member of the PEC.

After the interviews, requests a justification from the hiring office in order to request the approval of the PEC. Once the PEC has provided concurrence, drafts memo to the Ambassador requesting approval in hiring the selected candidate. Informs recruiting office of the outcome.

Prepares letters to unsuccessful applicants and makes job/salary offer to the selected candidate, as approved by the Human Resources Officer. Sets up appointments for new candidate to come for pre-employment processes.

Requests constant updates through e-services of the Embassy's vacancy announcements on the web page.

Translates OPM notices for annuitants, i.e. AFA letters, when requested. Sends via air mail or air pouch, all retirement documentation to the concerned offices in OPM.

EDITING and BACKUP FUNCTIONS

5%

Edits and clears on all documents drafted in English before submittal to the Human Resources Officer or Management Officer. This may include any type of correspondence, announcements, cables, etc.

Serves as back up to the Human Resources Management Specialist and in her absence, provides work guidance to the staff as follows: Assists the Human Resources Management Specialist in planning, organizing and directing the section's work; brings performance and conduct problems to the attention of the Human Resources Management Specialist. Assists the Human Resources Management Specialist in promoting clear communications with the staff and in encouraging staff to work more independently and in reinforcing ICASS service standards to make employees well-aware of their individual requirements under these standards.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency

16. f. Abilities and Skills:

Professional manner which inspires confidence in LE Staff employees and permits the development of effective working relationships with employees and supervisors. Good analytical skills. Excellent English and Spanish drafting skills. Ability to translate technical and legal documents. Full knowledge of MS Office suite (Word, Access, Excel, PowerPoint, Outlook). Must be able to develop and sustain long-term relationships with the Ministry of Labor, Pension Fund Administrators, Salvadoran Social Security and outreach recruitment offices and contacts within the private sector. Ability to work well with others, resolve conflicts amicably and professionally, and able to maintain composure in stressful situations.

16.e. Nature, Level and Purpose of Contacts:

Maintains contacts with U.S. and LE Staff; mid level contacts in appropriate offices in WHA/EX, OPM, HR/OE, HR/PE; other Diplomatic missions, Labor Ministry and local comparator firms. Develops and maintains contacts inside and outside the Mission from supervisory to managerial levels regarding Human Resources operations: comparator firms, Insurance Company, Ministry of Labor, Social Security, "Superintendencia de Pensiones, AFPs", Ministry of Foreign Affairs, American Chamber of Commerce.